

**Florida Rural Legal Services
Student Loan Reimbursement Plan Guidelines**

FRLS will establish a student loan reimbursement plan, under which it will make monthly payments to each associate who applies for student loan repayment assistance and complies with the procedures under the plan. The amount of the monthly reimbursement shall be fifty percent (50%) of the associate's monthly student loan payment, up to a maximum monthly payment of three hundred dollars (\$300) per associate. Reimbursement shall be based on the monthly amount of the associate's loan obligation, exclusive of late charges or other penalties, as of April 2, 2003, or the date of the associate's initial application for employment at FRLS, whichever is later. FRLS may establish reasonable procedures for application and verification of information necessary for administration of this plan. In the event that FRLS' obligations under this plan exceeds the monetary amount in any calendar year, FRLS may cease payments under the plan for the balance of that calendar year, after giving thirty (30) days' written notice to each participant and to the union. FRLS agrees that the total amount offered in plan will be \$35,000 per year. If an associate leaves within the first year, the employer will require the associate to repay all monies received under this section. If an associate leaves his or her employment between the first and second years of employment, the employer will require the associate to repay 50% of the amount received under this section. These monies collected will be placed back into the fund under this section for student loan reimbursement. A further condition for receiving assistance under this section, is that the associate have completed their probationary period or employment with FRLS for six (6) months, whichever is sooner.